

Official Court Reporter

Job Type: Full Time Official Court Reporter (Position available 9/1/15)
12th Judicial District
Sebastian County (Fort Smith/Greenwood)
Circuit Judge Stephen Tabor

Requirements:

Must be a Certified Court Reporter in good standing

Duties:

- Available in courtroom to report all proceedings
- Dependable, professional, efficient and understanding of court rules and procedures
- Timely preparation of transcripts
- Maintain exhibits and court records
- Some travel (court's principal office is in Fort Smith, but court is sometimes held in Greenwood)

Salary:

Position is a Grade C119 with the State of Arkansas
State Benefits Package

To apply for this position please send resume to:

Stephen Tabor
Circuit Judge
901 South B Street, Suite 211
Fort Smith, AR 72901

Fax number: (479) 784-1527
Email: stabor@so.sebastian.ar.us